

Position: Reference Archivist

State Merit System Classification: 30430 – Archivist

Annual Salary Range: \$38,364.00 - \$64,152.00

Deadline to Apply: February 21, 2025

The Alabama Department of Archives and History (ADAH) seeks a motivated, service-oriented Reference Archivist to work in the department's Archival Reference Section. Responsible for directing researchers to appropriate archival collections at the ADAH, the Archival Reference Section assists a diverse audience consisting of historians, academic researchers, state and local officials, attorneys, genealogists, members of the media, students from the secondary to the college level, and the public.

The Reference Archivist is a frontline, public-facing position that assists researchers via phone, email and in-person visits to the Research Room; inventories and/or indexes existing collections to enhance ease of access; and promotes the ADAH and its programs through presentations, tours, and other outreach activities. This is a full-time position and includes state benefits.

Position Duties:

- Staffs the reference desk in the Research Room during open hours, including some Saturdays.
- Monitors the Research Room to ensure safety and security of archival collections.
- Conducts remote research consultations via phone or email.
- Completes genealogical research requests for off-site clients in a timely and accurate manner.
- Creates indexes for existing collections to facilitate access.
- Follows section policies and procedures to ensure tasks are completed correctly and efficiently.
- Works collaboratively with coworkers to ensure that projects proceed according to specified objectives.
- Promotes the ADAH and its collections through outreach activities, including facility tours and public lectures.

Knowledge, Skills, and Abilities:

- Knowledge of or experience with conducting reference interviews.
- Knowledge of or experience with genealogical and historical research methods.
- Knowledge of best practices and standards for handling archival materials.
- Knowledge of U.S. history, Alabama history, and state government.
- Ability to navigate difficult patron interactions with patience, empathy, and tact.
- Ability to work independently and collaboratively, in teams that encompass a broad range of roles and knowledge.
- Evidence of commitment to the archival profession by memberships and participation in professional associations.
- Strong written and verbal communication skills.
- Computer skills, including knowledge of programs used to process text, create presentations, formulate infographics, and manage database information. Ability to pick up new computer skills quickly.
- Ability to lift and carry boxes weighing up to 50 pounds.

Minimum Qualifications:

- Bachelor's degree in history, political science, government, or a related field **PLUS**
 - Two graduate level courses in archival administration **OR**
 - One year's professional experience in archival or records management work.
- A valid driver's license.

Application Procedures:

1. Submit a State of Alabama Job Application form and academic transcripts to State Personnel:
 - Find the class code for the position above or at https://personnel.alabama.gov/Documents/Announcements/101276_A.pdf.
 - Complete the State of Alabama Application available at <https://www.personnel.alabama.gov/Downloads/StateApp.pdf>.
 - Application process questions may be answered at <https://www.personnel.alabama.gov/Downloads/OESHelpDoc.pdf>.
 - Submit the application to State Personnel and include transcripts (may be unofficial).
2. After applying to State Personnel, submit the following documents via email to courtney.pinkard@archives.alabama.gov
 - Cover letter (including availability details and any salary requirements)
 - Resume
 - Academic transcripts (may be unofficial)
 - Copy of application submitted to the State Personnel Department
 - List of professional references, including contact information

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Candidates will be selected for interview based on the information submitted, with an anticipated hiring date of April 2025.

Courtney Pinkard

courtney.pinkard@archives.alabama.gov

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